REQUEST FOR QUOTATION

GSA FEDERAL SUPPLY SCHEDULE
BLANKET PURCHASE AGREEMENT

IT Schedule 70
Special Item Numbers (SINs) 132-34, 132-51, 132-100

ISSUANCE DATE:

Institute for Information Technology Applications (IITA) Program supporting Information Technology, Geospatial Engineering and Software Engineering

IMPORTANT DUE DATES

1. Questions due 12:00 pm MST January 20, 2012
2. Vendors shall submit quotations via e-mail or e-buy no later than 4:00pm MST on Monday, February 6, 2012

1.0 General

1.1 BPA Request for Quotation

This is a request for quotation (RFQ) to establish a Blanket Purchase Agreement (BPA) for specific work requirements related to the included Performance Work Statement (PWS). The primary objective is to obtain professional support services related to information technology, geospatial Engineering and software engineering for the United States Air Force Academy (USAFA).

1.2 BPA Scope

The awarded BPA is intended to result in the issue of multiple awards up to five Contractors.

This BPA is issued under the General Services Administration (GSA), IT Schedule 70, SINs 132-34, 132-51, 132-100

1.3 BPA Estimated Ceiling

The government estimates, but does not guarantee, that the volume of purchases using this BPA will be $50,000,000 over the five year BPA period. This BPA does not obligate funds. The government is obligated only to the extent of authorized orders actually made against the BPA.

1.4 BPA Award

The Government will subsequently provide funding for specific call orders (also referred to as orders). This RFQ outlines the topic areas that are intended to be supported in the performance of specific call orders and shall be authorized by USAFA and issued through GSA FAS Region 8 Contracting Office under the awarded BPA.

The Contractor shall perform services in accordance with the effort required under the awarded BPA as specified in a call order(s) and as issued on a Firm-Fixed Price basis.

The effective period of the awarded BPA will begin on the date of award for a base year with up to four (4) renewal periods of one (1) year each.

The Government is obligated only to the extent of authorized call orders (funded call orders) actually placed against the BPA. Call orders will be issued on a firm-fixed price basis unless otherwise specified.

In addition to the requirements stated below, all terms and conditions of the applicable Contractor GSA Schedule contract shall apply to any call orders placed under the BPA. Contractors providing quotations to specific call orders are to include any additional terms and conditions determined necessary in their responses.

All call orders issued under this BPA will be performance-based. The Contractors' performance will be monitored and measured by the Government. Performance against the standards and

minimum acceptable quality level as set forth in each call order will be noted in the individual call order and summarized in a BPA performance report. This performance report will be a tool the Government will use to determine if future call orders will be placed under the BPA and if annual renewal of the BPA is in the best interest of the Government.

1.5   Organization
United States Air Force Academy (USAFA)
Department of Education, Institute for Information Technology Applications (HQ USAFA/IITA)

1.6   Background

Warfighter's Edge (WEdge) has produced a myriad of products normally based around the mission planning arena. These products are fielded in the USAF supporting flying operations including:

1.   Geospatial Services: Provide services to create and deliver custom 3D geospatial visualization products. Includes gathering and managing geospatial products from a variety of sources, creating custom products in either Google Earth or open standards formats, and delivering these products in both portable and server-based solutions.

2.   Software Development Services: Provide software analysis, design, development, and modification services to deliver new capabilities.

3.   Software Maintenance and Modification: Provide software maintenance and modifications services to deliver specific performance requirements in the context of existing software applications.

4.   Information Technology Support: Provide services (e.g. network/database administration, computer maintenance)

It is anticipated Contractors will be performing next to competitors in a cooperative environment. Developmental activities for single software requirements may be overlapped by multiple companies to enhance program improvement and service delivery to the Government.

1.7   Fixed Price Labor Rates by Skill Category

This BPA establishes fixed hourly rates for skill categories required to complete the services as necessary. All hourly labor rates for each skill categories under this BPA shall be fixed for the term identified within the pricing schedule (Attachment 3). Individual Call Orders may be further discounted from the price schedule quotation incorporated into this BPA.

2.0 Performance Work Statement (PWS)

The BPA PWS is included as Attachment 1.

3.0 Call Orders/Procedures

3.1 Frequency of Orders

Call Orders will specifically define the scope of the project and schedule of deliverables, with quality performance standards. The Contractor shall perform work only as required in Call Orders as issued by the government. The Contractor is advised that it is not possible to determine the precise types or amounts of services that will be ordered during the term of the BPA at the time of issuance, as the amount of work in each Call Order cannot be accurately predicted. Quoters should anticipate the services required by this BPA will often address problems requiring immediate solutions and that are typically short in duration.

3.2 Discounts

The Government requests additional discounts per issuance of individual call orders.

3.3 Contractor Personnel Skill Requirements

The Contractor shall provide the necessary technical expertise to successfully perform individual call order requirements. Such expertise shall include the knowledge, skill, abilities, and training necessary to perform the work set forth in the individual call order.

3.4 Call Order Quotation Request

All contractors will be afforded the opportunity to provide a quote for all calls orders issued under this BPA.

The Government will develop a performance work statement for each call order covered by the BPA. Each order will specify the BPA number, call order type (fixed price, time & materials or labor-hour), estimated hours, labor category (if available), period of performance, deliverables (if applicable) and any other requirements that may be necessary for the successful performance and completion of the call order.

The Government will comply with the ordering procedures found at FAR 8.405-3(b).

3.5 Order Type

As defined in FAR Part 16, Type of Contracts, all types of Fixed-Price, Time-and-Materials (T&M), and Labor-Hour (L-H) are permissible for Call Orders under the Blanket Purchase Agreement (BPA).

The Government intends to place Firm-fixed price call orders, however, Time-and-Materials and/or Labor Hour may be issued.

The performance period for each individual order may be short-term (less than 12 months), one-year or one-year with option periods. Option periods are dependent upon the individual order and may be periods of 12 months or less.

Order Type Preference:
The Contracting Officer should determine the Order type using the following order of precedence:

  (1) Fixed-Price (all types)

  (2) T&M or LH

3.6 Government Quality Assurance Surveillance Plans

Contractor performance under the BPA and each subsequent call order will be monitored and measured by the Government. Quality surveillance will be utilized to ascertain compliance of the Contractor's provided services and deliverables with the performance standards set forth in each order. The Contracting Officer's Representative (COR) will conduct the quality assurance activities and follow the methods of surveillance specified in the individual call orders. Findings from individual call order quality assurance monitoring may be used to assess Contractor performance of this BPA. Contractor performance will be monitored and results may be used to determine renewal of this BPA annually.

4.0 Period of Performance
The period of the BPA will be up to five years with estimated dates beginning March __, 2012.
Base Year – March __, 2012 through March__, 2013
Option Year I – March __, 2013 through March __, 2014
Option Year II – March __, 2014 through March__, 2015
Option Year III – March __, 2015 through March __, 2016
Option Year IV – March __, 2016 through March __ 2017
(Official dates will be incorporated into the BPA award package)

The period of performance of individual call orders shall be specified in the individual order. Any order issued during the effective period of this BPA and not completed within that period shall be completed by the Contractor within the time specified in the order. The contractor's GSA Schedule contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the BPA's effective period.

In the event that the Contractor's GSA Schedule is modified, all terms, conditions, and pricing included in that modification that do not conflict with the terms and conditions of this BPA, or lessen the rights of USAFA IITA or responsibilities of the Contractor stated herein, are automatically incorporated into this BPA.

The ordering activity contracting officer shall review the BPA and determine in writing, at least once a year (*e.g.,* at option exercise), whether—

(i) The schedule contract, upon which the BPA was established, is still in effect;

(ii) The BPA still represents the best value (see 8.404(d)); and

(iii) Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

5.0   Place of Performance

The principle place of performance will be at USAF Academy, Fairchild Hall, Colorado Springs, Colorado. Performance may also be conducted at the contractor's facilities as agreed by the parties pursuant to each individual call order. A list of specific locations will be indicated in the details of each call order.

5.0   Roles and Responsibilities

Contracting Officer
Heidi Sawyer, GSA, Federal Acquisition Service
Phone: 303-236-5032
Email: heidi.sawyer@gsa.gov

Responsibility for contracting activities rests solely with the Government Contracting Officer. No conversation, recommendations, or direction, whether given directly by, or implied by Government personnel, that will affect the scope, schedule, or price of the program covered by this solicitation or any resulting contract, shall be acted upon by the Contractor unless specifically approved by the Government Contracting Officer.

Contract Specialist
Brandy Massingale
Phone: 303-236-1778
Email: brandy.massingale@gsa.gov

As a member of the contract administration team, the contract specialist will be responsible for working in concert with the Contracting Officer while performing post award administrative

functions and certain assigned pre-award functions. These responsibilities will be assigned at both the BPA and call order levels.

Contracting Officer's Representative

To be provided upon award of BPA and designated upon issuance of each call order.

252.201-7000 Contracting Officer's Representative (DEC 1991)

(a) *Definition.* "Contracting officer's representative" means an individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the contracting officer to perform specific technical or administrative functions.

(b) If the Contracting Officer designates a contracting officer's representative (COR), the Contractor will receive a copy of the written designation. It will specify the extent of the COR's authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

6.0 Invoice Submission and Requirements

In order to allow effective payment management, the contractor is encouraged to submit all invoices electronically to GSA Finance and ITSS simultaneously. Submission of invoices by U.S. Mail may cause unnecessary delays in processing invoice payment.

Payments will be made in accordance with FAR 52.232-1, Payments.

6.1 Invoice Submission

Invoices via U.S. Mail are to be sent to:

Finance Operations and Disbursement Branch
(BCEB)
299X
PO Box 219434
Kansas City, MO 64121-9434
United States

The Contractor is **strongly encouraged** to submit invoices at www.finance3.gsa.gov, in lieu of submission via U.S. Mail. Questions can be directed to GSA Finance Customer Support at 817-978-2408 or at FW-paymentSearch.Finance@GSA.gov. The website provides registration instructions.

In addition, the Contractor is **required** to upload a copy of its invoice, including all backup documentation into ITSS to facilitate prompt payment. Please refer to Attachment 2 for additional instructions.

6.2 Invoice Requirements

Invoices shall be submitted in accordance with the pricing schedule (Attachment 3) for each call order. All invoices shall identify the specific contract line item number (CLIN), description of related task as stated in the scope of work of the individual call order, the billing rate and any applicable units executed. Invoices shall be submitted on an individual basis for requirements as defined in the pricing schedule. Invoices shall be submitted on a monthly basis and are required to be submitted in a timely manner. Additionally, for travel expenses, receipts for travel and per diem will be submitted as required by the Federal Travel Regulations (FTR) and charges shall not exceed those stipulated in the FTR. Travel costs shall be reimbursed in accordance with the FTR. Travel expense reports identifying travel dates, origin/destination and all daily expenses incurred shall be submitted for each invoice claiming travel. The final invoice for each period of performance for each order shall include all billings through the last day of the period of performance of each order. Invoices shall not cross subsequent periods of performance. Invoices that do not meet the minimum requirements shall be rejected.

(a) Invoices shall be submitted as an original only, unless otherwise specified, to the designated billing office specified in this order.

(b) Invoices must include the Accounting Control Transaction (ACT) number provided in the order.

(c) In addition to the requirements for a proper invoice specified in the Prompt Payment clause of this contract, the following information or documentation must be submitted with each invoice:

BPA Number:	**To be provided**
Contract Number:	**To be provided**
Task Order Number:	**To be provided**
ITSS Project Number:	**To be provided**
Project Title:	**To Be Provided**

Please refer to Attachment 2 for additional instructions.

7.0   Clauses

Below is a standard list of clauses to be included with each call order. The current contract clauses of IT Schedule 70 contracts flow down through this BPA to each individual call order. Additional clauses may be added to each call order.

FAR 52.217-5   Evaluation of Options

As prescribed in 17.208(c), insert a provision substantially the same as the following:

Evaluation of Options (Jul 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of Provision)

FAR 52.217-8   Option to Extend Services

As prescribed in 17.208(f), insert a clause substantially the same as the following:

Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within _30 calendar days of contract expiration_.

(End of Clause)

52.217-9 -- Option to Extend the Term of the Contract.

As prescribed in 17.208(g), insert a clause substantially the same as the following:

Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within __-30 calendar days___ *[insert the period of time within which the Contracting Officer may exercise the option];* provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least ___ days *[60 days unless a different number of days is inserted]* before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed __sixty (60) months_____ (months)(years).

(End of Clause)

Clauses incorporated by reference

CLAUSE NO.	TITLE	DATE
DFARS		
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	JAN 2009

252.203-7001	Prohibition on Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	DEC 2008
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	JAN 2009
252.204-7000	Disclosure of Information	DEC 1991
252.204-7004	Alternate A, Central Contractor Registration	SEP 2007
252.204-7005	Oral Attestation of Security Responsibilities	NOV 2005
252.204-7008	Export-Controlled Items	APR 2010
252.211-7003	Item Identification and Valuation	JUN 2011
252.215-7000	Pricing Adjustments	DEC 1991
252.215-7002	Cost Estimating System Requirements	MAY 2011
252.222-7006	Restrictions on the Use of Mandatory Arbitration Agreements	DEC 2010
252.223-7006	Prohibition on Storage and Disposal of Toxic and Hazardous Materials	APR 1993
252.226-7001	Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	SEP 2004
252.227-7013	Rights in Technical Data--Noncommercial Items	MAR 2011
252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation	MAR 2011
252.227-7016	Rights in Bid or Proposal Information	JAN 2011
252.227-7019	Validation of Asserted Restrictions--Computer Software	SEP 2011
252.227-7030	Technical Data—Withholding of Payment	MAR 2000
252.227-7037	Validation of Restrictive Markings on Technical Data	SEP 2011
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel	NOV 2010
252.237-7023	Continuation of Essential Contractor Services (If specific tasks have been identified as MES)	OCT 2010
252.237-7024	Notice of Continuation of Essential Contractor Services (If specific tasks have been identified as MES)	OCT 2010
252.239-7000	Protection Against Compromising Emanations	JUN 2004
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	FEB 2011
252.245-7002	Reporting Loss of Government Property	FEB 2011
252.245-	Contractor Property Management System Administration	MAY 2011

7003		
252.247-7022	Representation of Extent of Transportation by Sea	AUG 1992
252.247-7023	Transportation of Supplies by Sea	MAY 2002
AFFARS		
5352.204-9000	Notification of Government Security Activity and Visitor Group Security Agreements (If DD 254 is required)	APR 2003
5352.223-9001	Health and Safety on Government Installations	JUN 1997
5352.242-9000	Contractor Access to Air Force Installations	AUG 2007
5352.242-9001	Common Access Cards (CACs) for Contractor Personnel	AUG 2004

9.0   Provisions

PROVISION NO.	TITLE	DATE
DFARS		
252.227-7017	Identification and Assertion of Use, Release, or Disclosure Restrictions	JAN 2011
252.227-7025	Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends.	MAR 2011
252.227-7028	Technical Data or Computer Software Previously Delivered to the Government	JUN 1995

10.0   Questions Regarding this RFQ

Questions relating to the RFQ shall be submitted via e-mail only to brandy.massingale@gsa.gov and Heidi.Sawyer@gsa.gov no later than 12:00 pm MST on January 20, 2012. The Government will incorporate the answers into an amendment and distribute the amendment to all Contractors through modification in the GSA e-Buy system. If additional questions arise following the outcome of answers provided to initial questions, the Contracting Officer has sole discretion to determine if a new question closing date will be approved. If a new question closing date is approved, Contractors will be notified via amendment to the GSA e-Buy RFQ. All correspondence shall reference the e-Buy RFQ number in the subject line of the e-mail.

11.0   Amendment to RFQ

The Government will provide any amendments to this RFQ via GSA e-Buy to all GSA Schedule holders receiving this RFQ.

12.0   Quotation Preparation and Submittal Instructions and Basis for Selection

12.1   Contractor Partner Agreements (formerly Contractor Teaming Arrangements) are allowed and should give consideration to the guidance provided at http://www.gsa.gov/contractorteamarrangements. A single Contractor shall be designated as the Lead and shall act as the prime Contractor for this task order. The order will be directed to the designated Lead. Responsibilities of the Lead include invoice consolidation and acting as primary contact for the Government. Under a CPA, the Government assumes privities with the Lead and non-Lead Contractors. All team members must be schedule contract holders.

12.2   Basis for Selection

(a) The Government intends to issue a multiple award Blanket Purchase Agreement with up to 5 companies or teams as a result of this RFQ. Award will be made to responsible Contractors or Teams whose quotations conform to RFQ requirements and represent the best value to the Government considering price and non-price factors.   The Government expects to conduct discussions related to responses received; however, reserves the right to award without communications. The following factors shall be used as a basis in selecting BPA awardees:

Factor 1: Corporate Capability and Quality
Factor 2: Relevant Experience/Past Performance
Factor 3: Price

Non-price factors when combined are significantly more important than price. Quoters will be evaluated on a best value basis for the following non-price factors:

Evaluation is based on contractor qualifications and successful demonstration of its ability to perform technical services required in the performance work statement. Prices have already been determined fair and reasonable by function of the GSA Schedule contract. Skill level mix and hourly rates will be reviewed for reasonableness.

At BPA award, the successful awardee's non-price and price quotation will be incorporated herein.

12.3 Quotation Preparation and Submittal Instructions

(a) Quotes are due by 4:00pm MST on February 6, 2011. The Contracting Officer reserves the right to modify any quotation due dates as necessary. Contractor's quote shall be submitted in electronic format via eBuy or electronically mailed to brandy.massingale@gsa.gov and heidi.sawyer@gsa.gov.

(b) The Quoter shall conform to all provisions and prepare quotations in accordance with this section. Failure to comply with the terms and conditions of this RFQ may result in the Quoter/Schedule-holder being removed from consideration for award. Contractor's quote shall contain the following information and shall be submitted in electronic format compatible with MS Office 2007.

    i. Non-Price Documentation in accordance with paragraph (c) below.
    ii. Past Performance References in accordance with paragraph (c) below.
    iii. Price quotation in accordance with paragraph (d) below.

(c) **Non-Price Documentation**
    Factor 1 – Corporate Capability and Quality

The contractor shall submit a response inclusive of a BPA Master Management Plan (MMP). The MMP shall include the following:

Overall corporate technical and management approaches, policies, and procedures that it will use to manage and deliver quality services under the overall BPA and task orders under the BPA; Provide an approach to delivering the diverse nature of services, including Geospatial Services, Software Development Services, Software Maintenance and modification and Information Technology support. Additionally, include how management of business volume under this BPA will be accomplished and mitigation of any risks that might be associated with business volume under this

BPA. Contractors shall incorporate an approach to maintain a cooperative nature with other BPA holders.

Factor 2 – Relevant Experience/Past Performance

Quoters are required to provide project summaries demonstrating relevant experience and past performance history in accomplishing similar projects. Quoters are responsible for identifying relevant experience for the full breath of requirements including Geospatial Services, Software Development Services, Software Maintenance and Modification, and Information Technology Support. Quoters should give consideration to including at least one schedule task order.

Past performance will be evaluated in the areas of timeliness of performance, customer satisfaction, responsiveness and quality of work. Quoters shall describe how they have excelled in the areas described above (see paragraph 1.6) through inclusion of not more than 5 (five) recent and relevant efforts. Recent means efforts performed within the past 3 (three) years and relevant means of similar size and scope to the requirements outlined within the PWS. Quoters are required to submit the following information as part of their relevant experience and past performance information (Reference Attachment 4, Past performance Questionnaire, Section I, II, III).

i.	Contractor Name
ii.	Contract Number
iii.	Contract Title/Location
iv.	Date of Award and completion (Period of Performance)
v.	Contract Type, Dollar Value at Award and Dollar Value with any Modifications
vi.	Contracting Officer or Representative Name, Address and Contact Information
vii.	Description of Project

Note: If a quoter is proposing as a contractor team, each team member may submit up to 3 (three) recent and relevant efforts. We recognize that each team member may not have relevant experience in all four categories.

Attachment 4 Past Performance Questionnaire- Quoters shall complete Sections I, II, and III of this form describing the requirement being reviewed for past performance. **Contracting Officer or Representative names and contact information must be verified and complete with telephone numbers, fax numbers and valid email addresses.** The Quoters shall have Section IV of this form completed by the Contractor's customer of the past performance projects referenced in the questionnaire. The Contractor shall have the customer responsible for completing Section IV submit the completed questionnaire by email to heidi.sawyer@gsa.gov and brandy.massingale@gsa.gov on or before February 6, 2012. Quoter is responsible for ensuring timely submission of the

Past Performance Questionnaire.

In addition to reviewing past performance information and contacting references supplied by the Quoter, the Government may utilize any electronic database available to check past performance, e.g. Past Performance Information Retrieval System (PPIRS) and any other reference information it obtains on its own.

(d) Price Quotation

Factor 3 – Price

The Quoter shall prepare and submit a pricing schedule outlining all of its current GSA Schedule labor/skill categories that will meet or exceed the requirements of this BPA. Labor/skill categories shall be separately priced and include all anticipated skill categories required to fulfill requirements of future call orders issued against this BPA. Labor/skill categories shall be included in the Quoter's GSA Schedule prior to award. The pricing schedule shall include pricing for the entire 5 year duration of this agreement. The pricing schedule shall be clear, concise and easy to read.

All hourly labor rates of skill categories under this BPA shall be fully loaded, firm-fixed rates. These rates shall be inclusive of direct labor, overhead, G&A, profit/fee, and other direct costs. The contractor is responsible to include all proposed labor categories and skill levels on **Attachment 3, Pricing Schedule/Skill category CLIN Listing Table.** These labor rates shall be utilized by the Contractor to calculate the fixed price labor hour level of effort price for each call order.

Additionally, for each proposed labor category, the Quoter shall provide a detailed position description. Position descriptions must include functional responsibilities, minimum years of experience, minimum educational/degree requirements, and any applicable training or certification requirements. If it is the firm's standard commercial practice to substitute experience for education, explain the methodology in the price quotation narrative (e.g., five years experience equates to a BA/BS degree).

GSA requests a discount from the GSA Schedule ceiling rates. The Contractor shall provide a **Minimum Guaranteed Discount (MGD)** that shall be applicable to each skill category or all skill categories across-the-board. The BPA Skill Category CLIN Listing shall include a column for each of the following: (1) skill category description, (2) GSA Schedule ceiling rate, (3) discount percentage, and (4) the resultant discounted rate. The MGD shall remain fixed for the duration of the BPA.

Attachment 1 – Performance Work Statement

Attachment 2 – ITSS Invoice Instructions

Attachment 3 – Pricing schedule/Skill Category CLIN Listing Table

Attachment 4 – Past Performance Questionnaire

ATTACHMENT 1

United Air Force Academy (USAFA)

Blanket Purchase Agreement

Institute for Information Technology Applications (IITA) Program supporting Information Technology, Geospatial Engineering and Software Engineering

Current as of 4 January 2012

1

1 DESCRIPTION OF SERVICES

1.1 Description

To provide software engineering, information technology, and geospatial engineering support for the Headquarters, USAF Academy, Department of Education, Institute for Information Technology Applications (HQ USAFA/DFEI), henceforth referred to as Institute for Information Technology Applications (IITA), which encompasses Warfighter's Edge (WEdge), Reserve Research (RR) and the Geospatial Technology Center (GTC). IITA also supports other US uniformed services and Foreign Military Sales (FMS) countries.

The service provider, in concert with IITA, shall provide software development/maintenance, operational support, certification and accreditation services, program/project management support, information technology services support, geospatial engineering services, and product lifecycle sustainment services.

1.2 Background

IITA contains three major centers that require support through this BPA.

Warfighter's Edge (WEdge) has produced a myriad of products normally based around the mission planning arena. Three products are fielded in the USAF supporting flying operations including RPA (remotely piloted aircraft) operations. Foreign Military Sales (FMS) is involved with interested allies.

Reserve Research (RR) promotes information technology research with high likelihood of transition to operational settings. Research focuses on adaptation and modification of commercial off-the-shelf and government off-the-shelf hardware and software to develop new capabilities. Current research topics include airdrop bundle tracking, human performance measurement and adaptation of tablet technologies for aircrew utilization.

Geospatial Technology Center (GTC) accomplishes research and proof of concept development in the geospatial realm. Additionally, GTC manages Google Earth custom globe production using DoD High Performance Computing Centers and delivers portable and server-based Google Earth and OGC-based GIS solutions to the warfighter.

1.3 Objective

The objective is to acquire services in a collaborative work atmosphere that integrates new technology and concepts using industry rapid application development practices to meet the requirements of the Warfighter and the Department of Defense (DoD). IITA currently uses a variety of software development strategies including agile to produce rapid, high quality products with the best possible input from the customer. IITA also certifies software products for use in the USAF and DoD. IITA requires project/program management and operational support for fielding products in the DoD. The spirit of this BPA is an integrated work environment where government and service providers work together to provide rapid results with superior results for the warfighter.

2

1.4 Scope

The scope of this effort is to provide services in four different performance categories in support of the IITA. Specific performance and additional management requirements will be specified in task orders for services in one or more of the performance categories described below. In addition to the specific requirements of each performance category, there are several provisions that apply to all task orders covered in Section 1.5.3.

1.5 Service Provider Responsibilities

1.5.1 Performance Category 1: Geospatial Services

1.5.1.1 Geospatial Engineering

The Warfighter Geospatial Center (WGC) produces geospatial products that deliver custom globes to warfighters. The following skillsets are required to fulfill task orders in this category.

1.5.1.1.1 Google Earth Qualifications

Service provider shall provide qualified personnel to create custom globes for the Google Earth suite of products.

1.5.1.1.2 Open Source Geospatial Product Qualifications

Service provider shall provide qualified personnel to create custom globes for open source applications such as World Wind.

1.5.1.1.3 Distributed Computing Qualifications

The service provider shall provide personnel with experience running Google Earth applications on distributed computing grids including the DoD's High Performance Computing centers on the Defense Research and Engineering Network (DREN).

1.5.1.2 Geospatial Product Management

Service provider shall efficiently manage an inventory of source imagery, terrain and vector data for custom globe production. Service provider shall manage acquisition, cataloging and archival of geospatial products and ensure their availability for custom globe creation. The service provider shall provide personnel with experience in acquisition and use of geospatial products from government and commercial sources.

1.5.1.3 Geospatial Product Delivery and Support

The service provider shall support the delivery of geospatial products in both portable (external hard disk drives) and server formats to warfighters that may be in world-wide locations. The service provider shall provide new products as well as updates to warfighters.

1.5.2 Performance Category 2: Software Development and Research

The service provider shall develop error-free modular software using widely adopted industry and government-based data formats based on loosely coupled SOA designs. The scope of tasks in this category typically includes developing new capabilities, proof of concept demonstrations and analysis, and extension of existing capabilities.

1.5.2.1 Software Development Tasks
The service provider shall provide support for software development. The service provider shall research and develop new capabilities for both new efforts and extensions of existing capabilities. Software will be written in VB.NET or C#.NET unless dictated otherwise and will be checked in to the Microsoft Team Foundation Server (TFS) at IITA. VPN access will be provided.

1.5.2.2 Software Development Services
The following skillsets are required to fulfill task orders in the software development category: research/design analysis, software architecture, software engineering and development, software testing, configuration management, software quality assurance, information assurance compliance, field installation and support. Software engineers may be required to work with code that involves Public Key Infrastructure (PKI), databases including spatial databases, geospatial designs, Windows Communication Foundation (WCF), Windows Presentation Foundation (WPF), user interface (UI) design, unit testing, interface designs, service oriented architecture (SOA), COM interfaces, and Microsoft .NET. Service provider is encouraged to use open source technologies and commercial development tools to meet this objective.

1.5.3 Performance Category 3: Software Maintenance and Modification
The service provider shall maintain code and strive to obtain error-free modular software from previously written code. The scope of tasks in this category typically includes moving existing code bases to loosely coupled service oriented architecture (SOA) designs and interfaces, modifying existing code bases to enhance capabilities, integrating existing code bases with other products.

1.5.3.1 Software Maintenance Tasks
The service provider shall provide support for software maintenance to modify, correct, perfect or adapt code to meet the needs of the government. Government will provide source code to be modified. Software will be written in VB.NET or C#.NET unless dictated otherwise and will be checked in to the Team Foundation Server (TFS) at IITA. VPN access will be provided.

1.5.3.2 Software Maintenance Services
The following skillsets are required to fulfill task orders in the software maintenance category: design analysis of previously written code, software architecture for integrating with previous code, software engineering and development, software testing, configuration management, software quality assurance, information assurance compliance, field installation and support. Software engineers may be required to work with code that involves Public Key Infrastructure (PKI), databases including spatial databases, geospatial designs, Windows Communication Foundation (WCF), Windows Presentation Foundation (WPF), user interface (UI) design, unit testing, interface designs, service oriented architecture (SOA), COM interfaces, and Microsoft .NET. Service provider is encouraged to use open source technologies and commercial development tools to meet this objective.

1.5.4 Performance Category 4: Information Technology Support

The service provider shall provide IT support as required in the task order. The scope of tasks in this category typically involve maintenance of computer equipment, wired and wireless network infrastructure and network software maintenance.

1.5.5 All Software Tasks

Each task requiring software maintenance and modification or development and research shall adhere to these requirements.

1.5.5.1 Agile Programming Methodology

The service provider shall produce all software using an agile software development methodology unless authorized otherwise in the task order. The WEdge scrum process for agile development is provided as a **guideline** and describes how agile development has been conducted in IITA. As in all agile practices, modification of the process to meet the needs of the specific task or organization is expected. The existing IITA TFS is configured to conform to a scrum methodology of agile programming.

1.5.5.2 Installer Code Writing

The service provider shall modify and/or create as appropriate, an installer for each software deliverable. The installer shall identify to the user the necessary files or services not currently installed. Software installers shall add missing files, services and/or components such that the software deliverable will run with full functionality after install. The installer shall provide an unattended install capability with standard defaults. Each incremental delivery of code shall include an installer. The installer shall uninstall in a fashion that does not leave any installed information on the computer. The installer shall have an option to retain user data on uninstall.

1.5.5.3 Software Testing

The service provider shall perform all tests against documented test plans and provide results for (unit tests, fuzz testing, functional testing, black & white box testing, regression testing, security scans, and acceptance testing) in test reports to the government. Specific test reporting requirements will be addressed in individual task orders. Desktop application software requirements shall be tested to ensure compliance with all requirements given and tested on the Federal Desktop Core Configuration/Standard Desktop Configuration (FDCC/SDC) machines and Group Policy Object (GPO) settings commensurate with the Air Force Enterprise Configuration Management Office (AFECMO) as appropriate. Desktop testing may be performed through direct testing or via virtual machines. The IITA virtual machine farm can be made available as requested. Server application software requirement testing environments will be described in the task order.

1.5.5.4 Software Security, Certification and Accreditation

The service provider shall provide an Information Assurance plan that shows how the service provider will comply with information assurance requirements. The service provider shall deliver secure, certified systems with all documentation necessary to accredit the system for operation on DoD NIPRNET and/or SIPRNET networks. The service provider shall ensure compliance with FISMA via DoD and USAF Certification and Accreditation

(C&A) process for systems and the software certification process as defined by the Air Force Network Integration Center (AFNIC) for software and web applications. While final C&A of the developed systems are the responsibility of the government, the service provider shall modify and/or develop systems with information assurance considerations integrated into the design of the software and system architecture. Knowledge of the DoD Information Assurance Certification and Accreditation Process (DIACAP) / National Institute of Standards & Technology (NIST) procedures is required.

1.5.5.4.1 DoD Information Assurance policies

The service provider shall comply with fundamental DoD Information Assurance policy including:

- DoD Directive 8570.1, "Information Assurance Training, Certification, and Workforce Management", Certified Current as of April 23, 2007.
- DoD Directive 8500.01, "Information Assurance", Certified Current as of April 23, 2007.
- DoD Instruction 8500.2, "Information Assurance (IA) Implementation", February 6, 2003.
- DoD Instruction 8510.01, "DoD Information Assurance Certification and Accreditation Process (DIACAP)", November 28, 2007.

1.5.5.4.2 Software Reviews and Scans

The service provider shall write software code (development or maintenance) in a secure fashion. At a minimum, the service provider shall perform the following reviews and scans to mitigate vulnerabilities to the maximum extent possible.

1.5.5.4.2.1 Code reviews

The service provider shall conduct code reviews at an interval no less than once each calendar month. These code reviews shall be conducted and recorded as required by information assurance controls. The results of code review shall be documented and made available to the government.

1.5.5.4.2.2 Fortify Scans

Hewlett Packard Fortify is a code validation program that scans source code for known security vulnerabilities. The government will provide Fortify licenses unless specifically addressed otherwise in the task order. The service provider shall use Fortify to scan code and identify vulnerabilities.

1.5.5.4.2.3 Software Vulnerability

The service provider shall deliver code with zero high and zero critical vulnerabilities identified by Fortify scans or other IA controls. The service provider shall provide risk assessment reports on any medium or low vulnerabilities. This applies to all newly developed code. Applicability to previously written code will be addressed in the task order.

1.5.5.4.2.4 Standard Technical Implementation Guides (STIG) reviews

Reviews of all DISA Security Technical Implementation Guides (STIGs) that are applicable to task order software are required. STIG reviews shall be documented and delivered to the government prior to the start of development on the task and thereafter on a yearly basis.

1.5.5.4.3 Service Provider Network

Should the service provider have access or use their own network, the service provider shall provide proof of compliance with information assurance requirements and processes to safeguard product(s) and/or system(s) developed under this BPA or any task order.

1.5.5.5 Software Development Qualifications

1.5.5.5.1 Certified Ethical Hacker or equivalent

Service provider shall obtain and maintain certified ethical hacker (CEH) certification for all personnel who write software code. Service provider may propose alternate training courses that meet the spirit of CEH if authorized by the government.

1.5.5.5.2 Team Foundation Server

The service provider shall understand Team Foundation Server (TFS) functions for code check in and check out as well as automated builds when working with the Team Foundation Server provided by IITA.

1.5.5.6 Configuration Management

The service provider shall deliver a configuration management (CM) plan that documents corporate CM processes that will be applied and tailored to task orders awarded through this BPA. CM processes shall establish and maintain control of all architectures, requirements, specifications, designs, drawings, interfaces, software, hardware, firmware, operational information and documentation for the project. The service provider shall integrate corporate CM processes with IITA CM processes as described on individual task orders.

1.5.6 All Tasks

1.5.6.1 Interaction with IITA

An IITA program manager (PM) will be identified for each task. Each task order will provide further guidance on expectations in working with IITA.

1.5.6.2 Customer Interaction & Operational Support

All work performed at the USAF Academy will require interaction with uniformed military (including cadets), civil service, and civilian contractor personnel. The service provider shall provide personnel that will interact with all USAFA personnel in a professional manner.

Additionally, tasks may require direct interaction with IITA customers. The government desires that the service provider maintain professionalism at all times and especially when working with agencies outside the IITA. The service provider shall report to the government program manager any customer input from agencies outside the IITA. The

service provider shall maintain detailed notes and lessons learned from field installation or support interactions.

1.5.6.3 Project Management
The service provider shall provide a project manager who will report to the IITA PM for status updates.

1.5.6.3.1 Program Management Plan
The service provider shall provide program management services to ensure that required capabilities and services are delivered on time and within budget. The service provider shall deliver a project management plan documenting corporate program management processes that will be tailored for individual tasks. The service provider shall provide timely, accurate, and relevant technical, cost, schedule and risk assessments to the government.

1.5.6.3.2 Metrics
The service provider shall establish a metrics process to quantify and report progress toward program and project technical, cost, schedule targets for task orders in performance categories 2 through 4. Metrics shall describe current status in the context of historical progress with projections of future performance.

1.5.6.3.3 Integrated Digital Environment (IDE)
Within 30 calendar days after task order award, the service provider shall develop and implement an IDE that provides the entire team (service provider and IITA) with real-time, controlled access to all unclassified (including proprietary) and For Official Use Only (FOUO) programmatic and technical information including metrics used for each individual task order. The IDE shall be maintained for the life of the task order. The service provider shall ensure currency of data on the IDE, and shall ensure access to all government personnel identified in writing by either the government contracting officer or program manager. A government-owned Microsoft SharePoint site can be made available to meet the requirement for an IDE.

Should a service provider produced IDE be used, the Service provider shall establish and maintain adequate procedures for a) controlling release or disclosure of technical and management data to authorized third party entities, and b) protecting technical and management data from unauthorized release or disclosure. The Service provider shall use approved methods and procedures for handling, marking, storing, and transmitting (through secure electronic methods) classified material IAW AFI 31-401.

1.5.6.3.4 Meetings
All meetings between government and service provider will be assumed to be at USAF Academy coordinated otherwise in individual task orders. Video teleconference and conference calls are permissible. Permanent agreements for alternate locations will be documented and remain on file with the government.

1.5.6.3.5 Project Management Reviews (PMR), Status and Technical Design Meetings
The service provider shall conduct Program Management Reviews (PMRs) to present current program cost, schedule, technical and risk status. The current status shall include

a review of program metrics. The service provider shall conduct Status Meetings on a more frequent basis than PMRs to provide the government insight into program management issues and status including metrics. The service provider shall conduct technical design meetings to review technical documentation and data. The frequency and delivery form of each type of meeting will be dictated by individual task orders. The service provider shall provide presentation material and an agenda to the government at least 24hrs in advance of each meeting. The service provider shall provide minutes of each meeting to the government by the close of business of the next work day all meetings.

1.5.6.4 Restrictions on development of proprietary material
The service provider shall not develop any proprietary software, hardware, data or intellectual property product in the performance of the actions required by this BPA or any task order. Any software owned by the Government and provided by the Government to the service provider shall remain the property of the government during and after modification by the service provider. Any software purchased or developed to complete, or that contributes to the completion of, the BPA or task order shall be the property of the Government. The aforementioned software shall be documented and delivered to the procuring agency within five (5) days of a specific written request from the CO, and in no event later than the completion/termination of this BPA.

The Government shall have unlimited or unrestricted rights to all technical data, drawings, software, and intellectual property developed exclusively with Government funding for this BPA. The service provider shall identify any proprietary hardware, drawings, software, or data referring or relating to Government support that has been developed at private expense. The Government shall have Government Purpose License Rights for software engineering and/or geospatial engineering support if any software licensed or developed internally for this BPA shall be delivered to the Government with Government Purpose License Rights or unrestricted rights by the completion/termination of the BPA. If the Government paid for the development of the software, the Government shall obtain unrestricted rights therein. An index of all drawings, data, software, and hardware developed under BPA shall be maintained and made available to the procuring agency upon request.

1.5.6.5 Data Accession List
All data, documentation, software, and hardware purchased and/or developed under each task shall become property of IITA and shall be delivered to the government within 5 calendar days of a specific request from IITA, and, upon completion or termination of the task order. The service provider shall provide a Data Accession List (DAL) listing all data, hardware, and/or software developed by the service provider in accomplishment of this task.

1.5.6.6 Software Sustaining Support
The service provider shall inform IITA immediately (email preferred) if any of the following occurs: product(s) stop working in the field, customer complaints occur, arguments or altercations with other government agencies or customers occur, or when software vulnerabilities are found.

1.5.6.7 Task Information

The service provider shall not divulge task-related information to any parties without written permission from HQ USAFA/DFEI through the Contracting Officer (CO). The service provider shall communicate all program status reports, problems, and task-related information only through IITA and the CO.

1.5.6.8 Security Requirements

1.5.6.8.1 General

The service provider shall comply with the provisions of the National Industrial Security Program Operating Manual (DOD 5220.22-M). The service provider shall ensure requirements for safeguarding classified information and classified materials, for protecting Government property, and for the security of automated and non-automated information systems (AIS) and data are fulfilled. The service provider's AIS shall be protected such that unauthorized disclosure of classified and/or sensitive information is prevented.

1.5.6.8.2 Operations Security (OPSEC)

Service provider personnel will participate in the OPSEC program locally administered by the USAF Academy.

1.5.6.8.3 Employee Clearances

Service provider employees shall not be authorized access to classified information, access to classified materials, or to perform work on classified projects without proper security clearances and a need to know. The service provider shall be responsible for obtaining employee security clearances required for proper accomplishment of task order requirements. Service provider employees whose clearances have been suspended or revoked shall immediately be denied access to classified information and sensitive but unclassified information. Service provider inability to obtain proper employee security clearances shall not constitute an excusable delay in task order performance. Security clearance levels will be included in the task order.

1.5.6.8.4 Security Incidents and Violations

The service provider shall immediately notify the 10th Air Base Wing security team (contact info to be provided at award) of any actual security violation, security incident, or of any indication of a potential unauthorized disclosure or compromise of classified or sensitive but unclassified information.

1.5.6.8.5 International Traffic in Arms Regulations (ITAR)

The service provider shall be responsible for compliance with all ITAR restrictions and compliance when briefing material or presenting information to foreign nationals. The government will work with Foreign Military Sales and will handle ITAR from the standpoint of the product.

1.5.6.8.6 USAFA Network Compliance

If task order performance requires access to USAFA networks (locally or via VPN), the service provider shall complete all necessary training required by the 10th Communications Squadron. This training will include Information Assurance (IA)

Computer Based Training and may include Anti-terrorism, and Operational Security (OPSEC) training.

1.5.6.9 Place of performance

The place of performance for most tasks will be at the USAF Academy, Fairchild Hall. Some task orders may allow work to be performed in a facility of the service provider's choosing. It is not uncommon for those working at the USAF Academy to have closures due to inclement weather. It is up to the service provider to provide guidance to employees on how to react to early closures or weather days.

1.5.6.10 Travel

For tasks performed at the USAF Academy, the service provider shall not bill the government for travel within 25 miles around the epicenter of the USAF Academy. Travel outside the 25 mile radius may be required and shall be approved, in advance, by the government program manager. Travel shall be reimbursed in accordance with the Joint Travel Regulation and its prevailing rates. Authorized travel expenditures will be identified in each task order.

1.5.6.11 Service provider Purchases

All service provider purchases in support of this BPA shall be authorized by the government. The service provider shall track expenses and reconcile them with the government. Authorized other direct cost (ODC) purchase amounts will be identified in each task order.

1.6 Deliverables

The service provider will produce in electronic format deliverables as specified for each task. Days are representative of work days, not calendar days unless otherwise dictated.

1.6.1 Inspection

All deliverables will be reviewed and inspected IAW government's QASP from the task order. Quality Assurance Evaluations are accomplished by a qualified Quality Assurance Surveillance Plan with the Contracting Officer's Representative (COR) at a frequency set by the government. These reviews are written up and approved by the contracting officer within 3 weeks of finalization.

1.7 Performance of services during a crisis declared by the secretary of defense or overseas combatant commander

This provision is applicable only to software field installation and support tasks. In the event that software breaks during a time of crisis, it will be supported. All other duties are not applicable to services in a crisis.

2 GOVERNMENT FURNISHED PROPERTY AND SERVICES

2.1 General Information
- Government will provide access to regulations for services rendered to ensure compliance upon request from the service provider.
- The WEdge Agile Process document can be found at (http://wedge.hpc.mil/WEdgeScrum_Process.pdf)

2.2 Government furnished equipment
The government will provide equipment to ensure successful operations of Microsoft Exchange, Virtual Server storage, Team Foundation Server, SharePoint and Serena. Other government furnished items may be addressed in individual task orders.

2.3 Government furnished software
- The government will provide the server licenses for Team Foundation Server (TFS) and upgrades. Client licenses for TFS are the responsibility of the service provider.
- The government will provide licenses and access licenses for SharePoint.
- The government will provide licenses and access to Serena, if used.
- The government will provide licenses and access to Hewlett Packard Fortify.
- The government will provide licenses and access to a virtual server farm.
- The government will provide licenses for Microsoft Exchange in support of the WEdge.hpc.mil domain.
- The government will provide licenses and access to the USAFA research network via Virtual Private Network (VPN).
- The government will provide access to Google Fusion, Google Earth Enterprise and Google Portable through licenses for IITA to ensure successful completion of geospatial support tasks.

ATTACHMENT 2 - ITSS INVOICE INSTRUCTIONS

Instructions for submitting an invoice to GSA Finance.

Go to http://www.finance.gsa.gov/defaultexternal.asp,

Click on "Click here to Login" and then on "Yes".

Enter your password and click "login." (DO NOT HIT ENTER). Please note the password must be typed; you cannot use "cut and paste." Password is case sensitive.

After Login -

1. Go to "All PO"

2. Click on the "PDoc Number". This will take you to the invoice data entry screen.

3. Key in your invoice number and then scroll/arrow down to the "line detail".

   - - Key in the quantity, unit cost, amount and description.

   - - If you physically shipped something you will key in the shipped date.

   If you didn't, leave it blank and key in the begin date and the end date

4. When keying your invoice **do not use commas or dollar signs;** to enter dates use MM/DD/YYYY. Ex: 06/07/2006

5. Scroll/Arrow down and key in the total amount; click the "continue" button, which takes you to the review and submit page.

6. Once you hit the "review and submit" button you will asked if you want to upload a copy of the invoice.

   - - One file per attachment.

   - - The file and folder name of the document you are uploading must not include spaces.

How Do I ?   Tell Me About...   Index   Glossary

Frequently Asked Questions   Search

Go Back   Close Help   Help Navigator

Submitting an Acceptance Information - Contractor Instructions

The Acceptance Information is also called an "Invoice Acceptance", or a "Receiving Report". They need to be submitted and accepted by the client before the actual invoice can be processed and paid by GSA.

Step 1. Access the Interface Page
From the ITSS Home Page, click **Registered Users Click Here.** Log into ITSS if needed. The Interface Page will load on your screen. If you are not on the Home Page, click on the top banner image to go directly to the Interface Page.

Step 2. On the Interface Page, click on Create Support Docs.
The **Support Documents** page will load on the screen.

Step 3. In the Order ID list highlight the Order ID for the order for which you want to submit an Invoice Acceptance.
This list shows the orders awarded to your company on ITSS. You can also type the task order ID into the **Find a Specific Order** box and click the **Go** button. The page will reload and the order ID you are looking for should be at the top of the list. If you still do not see the order listed, contact the ITSS Help Desk. Otherwise proceed to the next step.

Step 4. Select "Acceptance Information" in the drop down menu.

Step 5. Click the Create button.
An "Acceptance Information" form will load on your browser.

Step 6. Enter the Date Delivered.
This field indicates the date the goods were delivered or the last day of the month of service. The format for this field must be mm/dd/yyyy (month - day - year).

Step 7. If applicable, specify if your Invoice is attached to the form.
If you are attaching the invoice to the form, check the box labeled **Invoice Attached.**

Step 8. Enter an Invoice Number (if applicable).

If you checked the **Invoice Attached** box, enter the invoice number the in **Invoice Number** box.

Step 9. Enter any detailed Comments.
If you are not attaching a file, the description of the goods and/or labor should be included here, as well as any other miscellaneous remarks you may want to add.

Step 10: Enter the Dollar Amount
This is the dollar amount to be invoiced. Based on whether the order is commodities, labor, or mixed, you will see one or two boxes. **Labor** will be visible if you have Project order. **Commodities** will be visible if your order was Commodities. For a mixed accrual order, you will see both boxes. Enter the dollar amounts to be invoiced for each. The amount should only include the contractor payments and not the GSA fees.

Step 11. Attach files if needed.
Use the **Attach Files** "push pin" icon to attach files to the form. See **Attaching Files** for more detailed instructions.

Step 12. Click the Submit button
JavaScript will validate the data you entered. If any data is missing or in the wrong format, you will be given an error message and the opportunity to fix it. Otherwise, your acceptance information will be saved.

What's Next?
The acceptance information document will appear in the "Order Package" view as <u>00 Req for Accept – Client Acceptance Requested</u>
Email will be sent to the client informing him or her that an Acceptance Information has been submitted for their review and acceptance.
The client should log onto ITSS, edit your acceptance information and enter whether your amounts are accepted, rejected, or partially accepted. The GSA representative may also do this for the client. You will receive an email when this happens. The status of the document will also be set to "Accepted", "Rejected", or "Partially Accepted."
If accepted or partially accepted, the Acceptance Information will be sent to Ft. Worth with your invoice for payment. If rejected, contact the CSR in charge of your order to resolve the issue.

Attachment 3 - Pricing Schedule/Skill Category CLIN Listing

Contractor shall identify all of its current GSA Schedule labor/skill categories that will meet or exceed the require

Contractor Name:

GSA Schedule No:

Performance Period Year 1

Applicable SIN	Labor Category Description	GSA Schedule Ceiling Rate	MDR (Minimum Discount Rate)	Resulted Discounted Labor Rate

Applicable SIN	Labor Category Description	GSA Schedule Ceiling Rate	MDR (Minimum Discount Rate)	Resulted Discounted Labor Rate

Applicable SIN	Labor Category Description	GSA Schedule Ceiling Rate	MDR (Minimum Discount Rate)	Resulted Discounted Labor Rate

Applicable SIN	Labor Category Description	GSA Schedule Ceiling Rate	MDR (Minimum Discount Rate)	Resulted Discounted Labor Rate

Applicable SIN	Labor Category Description	GSA Schedule Ceiling Rate	MDR (Minimum Discount Rate)	Resulted Discounted Labor Rate

Table

ments of this BPA.

ATTACHMENT 4

PAST PERFORMANCE AND EXPERIENCE QUESTIONNAIRE

Past performance is submitted in response to GSA eBuy RFQ Number 643526. Completed questionnaire is due on or before February 3, 2012. Sections I, II, and III are to be completed by the Cotnractor and provided to the respondent identified in Section III for completion of Section IV Contractor History. Respondent shall submit completed questionnaire via electronic mail to brandy.massingale@gsa.gov and heidi.sawyer@gsa.gov.

I. CONTRACT IDENTIFICATION

Contractor's Name: _____

Contract Number / Project Title: _____

Total Contract Value: _____
(Including Modifications)

Contract Type: _____

Period of Performance: _____

Place of Performance: _____

II. DESCRIPTION OF CONTRACT

Briefly describe all services provided under this contract.

_____

_____

_____

_____

III. RESPONDENT IDENTIFICATION

Name: _____

Agency/Company: _____

Address: _____

Telephone: _____

IV. CONTRACTOR HISTORY

Please check the level of the Contractor's overall performance in each of the factors listed below.

Check "N/A" if the factor does not apply to the contract being rated.

EVALUATION FACTOR	EXCELLENT	VERY GOOD	SATISFACTORY	UNSATISFACTORY*	N/A
Quality and Accuracy of Deliverables					
Quality of Services Performed					
Timeliness of Services/Deliverables					
Quality of Problem Solving					
Quality of Project Management					
Overall Communication Skills					
Change Management in Service Delivery					
Adherence to:					
Schedules					
Overall Performance					
Customer Satisfaction					

1. Would you award to this Contractor again? ☐ Yes ☐ No

2. Were monetary reductions assessed? ☐ Yes ☐ No

3. Would you recommend another contact for further information? ☐ Yes ☐ No

* Please comment on all Unsatisfactory ratings given, or on any other ratings as desired.

COMMENTS:_____

_____

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*M*odification Description

RFQ ID: **RFQ643526 Modification 1**

Date of Mod 1: 01/09/2012 08:56:29 AM EST

Description:
This modification # 1 is issued to correct the RFQ close date to match the government's intent. The RFQ close date is firmly identified as Monday February 6, 2012.

▷ Back

GSA *eBuy*

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*M*odification Description

RFQ ID: **RFQ643526 Modification 2**

Date of Mod 2: 01/09/2012 09:33:08 AM EST

Description:
Clarify discrepancy between RFQ document questions closing date and eBuy document: The closing date for questions is January 20, 2012. This is a firm date. Quotations are due on or before February 6, 2012.

| ▷ Back |

GSA *eBuy*

*M*odification Description

RFQ ID: **RFQ643526 Modification 3**

Date of Mod 3: 01/11/2012 05:58:30 PM EST

Description:
Purpose of modification is to address first set of questions and a clarification is made to the RFQ. Please see attachment titled "Modification 3."

▷ Back
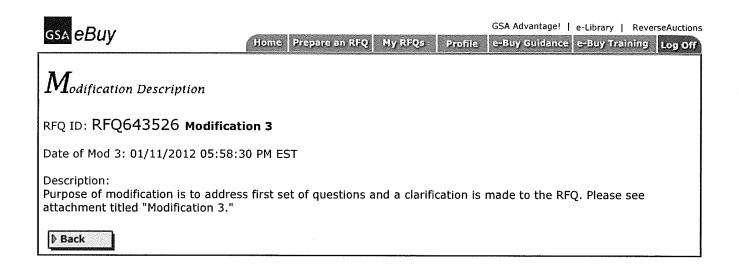
Modification 3

The purpose of this RFQ amendment 3 is issued to provide questions and answers received to date.

A clarification is made to the RFQ. Contractor Partner Agreements and Contractor Teaming Arrangements are used as interchangeable terms.

1.   Para 12.1 states that CPA arrangements "are allowed". We find nothing that prohibits sub-contracting arrangements, either as the sole teaming strategy or in conjunctions with a CPA. (i.e. a mix of CPA arrangements with some team mates and subcontracting arrangement for others).

> a.   The last sentence of the paragraph states "All Team members must be schedule contract holders". Are we correct in assuming that the restriction in the last sentence applies to members of the CPA arrangement only?
>
> Yes. However, while subcontracts are not prohibited, prime contractors are reminded that they may not offer to supplement their capabilities with a subcontractor (even if a schedule holder) unless those supplies and services are contained on the prime's schedule contract.
>
> b.   Are subcontract arrangements also allowed? Will subcontract arrangements be viewed as negative, or less desirable than CPA?
>
> Yes, subcontracts are allowed. No, there is no preference.

2.   Para 12.3 (c) Factor 2, states quoters can provide "not more than 5 (five) recent and relevant efforts". It also states that in a contractor team, "each team member may submit up to 3 (three) recent and relevant efforts". Please clarify the requirements/allowability of past performance submissions for a Prime/Subcontractor quoter, for a CPA quoter, and for a combination of those teaming arrangements.

> For example:
>
> a.   If a prime bids with a subcontractor, do each of the team members get three past performance submissions, or do the subcontractors submissions count as part of the 5 total?
>
> Subcontractor experience will not be considered or evaluated. The prime may submit up to 5 past performance projects.
>
> b.   If a team has three CPA partners, would they then be allowed three submissions each, for a total of 9?
>
> Yes.
>
> c.   If so, and a team of three CPA partners has one subcontractor, is the subcontractor allowed three submissions as well, totaling 12 submissions?

No, subcontractor experience will not be considered or evaluated.

3.   Is the referenced RFQ a new opportunity or a re-compete of an existing contract?

      This is new opportunity.

4.   If there is an incumbent contractor, would you please identify them and their contract number.

      No incumbent contractor exists.

5.   Are Prime/Subcontractor relationships permitted?

      Yes.

6.   Can a prime add additional subcontractors post-award?

      Yes, with prior approval by the ordering activity.

7. Can a prime utilize past-performance of their subcontractors?

    Subcontractor experience will not be considered or evaluated.

8. Can a company perform in the role of subcontractor for multiple primes?

        a.   Example: Company A subcontracts to prime contractors Company B and Company C.

    Yes, however, quoters are reminded this is an on-going procurement and should submit independent pricing and be cognizant of procurement integrity as applicable.

9. Can selected prime contractors collaborate to service task orders against the BPA

        a.   Example: Company A & B are both selected primes on the BPA. Can they collaborate to bid on and service specific task orders?

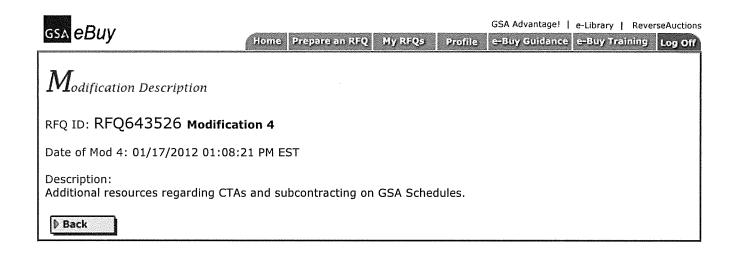   Yes as either a CTA or a prime/subcontracting.

10.   Are individual resumes required (or suggested) as attachments for the RFQ proposals?

      Individual resumes are not required. Quoters are in the best position to determine whether submission of resumes is necessary for the evaluation of their proposal.

11.   Is attachment 4 required, or may we submit past performance documentation that was used on our GSA Solicitation Proposal?

        a.   Factor 3: Open Ratings and Factor 4: Project Experience

      Attachment 4 is a requirement and will be used to evaluate quotations.

12.   Is there a page limit for the Corporate Capability, Past Performance Citations, or Price Quotation?

      There is no page limit for quotations.

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*M*odification Description

RFQ ID: **RFQ643526 Modification 4**

Date of Mod 4: 01/17/2012 01:08:21 PM EST

Description:
Additional resources regarding CTAs and subcontracting on GSA Schedules.

Back

GSA has received several questions regarding Contractor Teaming Arrangements (CTA) and subcontracting with in GSA Schedule Contracts. Please visit the following informational websites, which may provide an answer your questions:
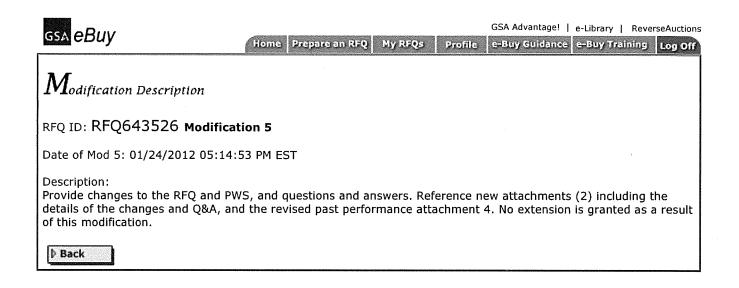
http://interact.gsa.gov/groups/contractor-success

http://www.gsa.gov/portal/category/100755

 If you still have questions regarding CTAs and/or subcontracting, as an alternate contact to your schedule 70 Contracting Officer, below is an additional point of contact to direct your questions to:

Van Tran (Schedule 70): 703-605-2711

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*M*odification Description

RFQ ID: RFQ643526 **Modification 5**

Date of Mod 5: 01/24/2012 05:14:53 PM EST

Description:
Provide changes to the RFQ and PWS, and questions and answers. Reference new attachments (2) including the details of the changes and Q&A, and the revised past performance attachment 4. No extension is granted as a result of this modification.

▷ Back

The purpose of this modification is to 1) make changes to the RFQ, and 2) incorporate questions and answers.

Changes to RFQ

1. Performance Work Statement (PWS) Section 1.5.6.5 Data Accession List, is changed FROM:
   All data, documentation, software, and hardware purchased and/or developed under each task shall become property of IITA and shall be delivered to the government within 5 calendar days of a specific request from IITA, and, upon completion or termination of the task order. The service provider shall provide a Data Accession List (DAL) listing all data, hardware, and/or software developed by the service provider in accomplishment of this task.
   TO:
   All data, documentation, software, and hardware purchased and/or developed under each call order shall become the property of IITA and shall be delivered to the government within 5 calendar days of a specific request from IITA and upon completion or termination of the task order. The service provider shall provide a Data Accession List (DAL) listing all data, hardware, and/or software products procured by the service provider in accomplishment of this BPA.

2. Include guidance for contractor-owned equipment and VPN access into Government-owned networks. (see question # 21)

3. Incorporate the following information, insert as PWS Section 1.5.6.8.3 Employee Clearances, paragraph 2: (See questions 23-25)
   The majority of work to be accomplished is unclassified. Should a requirement for a work to be accomplished in a classified environment, the primary place of performance at USAFA has the necessary clearance. If a Contractor proposes an alternate site and the work to be performed is classified, then the Contractor's location must have an active facility clearance. The highest security clearance required for support at USAFA will be secret; however, there is a possibility Top Secret clearance may be required. Specific requirements will be spelled out each a call order.

4. All references to GSA Schedule 70, SIN 132 100 Ancillary Products and Services is hereby deleted:
   a. Cover Page Revised to: Special Item Numbers (SINs) 132-34, 132-51
   b. Section 1.2 BPA Scope is changed
      FROM:
      The awarded BPA is intended to result in the issue of multiple awards up to five Contractors. This BPA is issued under the General Services Administration (GSA), IT Schedule 70, SINs 132-34, 132-51, 132-100
      TO:
      The awarded BPA is intended to result in the issue of multiple awards up to five Contractors. This BPA is issued under the General Services Administration (GSA), IT Schedule 70, SINs 132-34, 132-51.

5. Attachment 4, Past Performance Questionnaire is corrected (second sentence)

FROM:
Completed questionnaire is due on or before February 3, 2012.
TO:
Completed questionnaire is due on or before February 6, 2012.

Questions and Answers

1. 1.6: "Open standards" – also see question regarding section 1.5.1.1.2 of Attachment 1: are the open standards data to be served to only Google Earth and World Wind, or also to the web and other clients?

   Answer: World Wind was provided as an example. Another example is FalconView; however this is not an exhaustive list. As technology evolves, the government desires partnerships with contractors that can respond to warfighter requirements using a variety of different clients. The government's desire is to produce globes that can be used by a variety of clients including Google Earth and any other program that uses open geospatial standards.

2. 1.5.1.1.1: Do "custom globes" refer to an assemblage of data, or data plus functionality (e.g., custom queries, analytical tools, etc.)? What specific functionality is required for the "custom globes"? What is the expected timeframe to create and deliver custom globes?

   Answer: Custom globes tailor geospatial data to balance needs for warfighter information with limits in storage. For example, the Marines have different data needs than do Air Mobility Command units or fighter units. Functionality is expected to be provided by clients. The expected timeframe will be specified in specific call orders.

3. 1.5.1.1.2: "Open Source Geospatial Product" references World Wind. Does this category also include Open Geospatial Consortium (OGC) services such as WFS, WMS, WMTS, etc.? Section 1.5.1.1.2 mentions open source applications. Besides World Wind, what other open source applications are users and/or preferred by the Government? Are the open standards data to be served to only Google Earth and World Wind, or also to the web and other clients?

   Answer: Yes this category includes Open Geospatial Consortium (OGC) services. Open standards are to be served to be ingested by any program that can use them.

4. 1.5.1.2: Can some of the sources for geospatial products please be listed: e.g., NGA holdings, commercial imagery providers, ASG nations, etc.?

   Answer: The major source of data (commercial imagery and otherwise) for previous projects has been the NGA. Other sources used in the past include US Army BUCKEYE, DoD airborne collection sources, and National Agriculture Imagery Program.

5. 1.5.1.3: Will the Air Force entertain alternative delivery methodologies that improve responsiveness or quality of delivery?

   Answer: Yes.

6. 1.5.2.1 & 1.5.3.1 - Are these requirements for web based .NET application support or Windows Forms Applications?

Answer: Most support thus far has been thick client applications (Windows forms); however, there is a great need for web based solutions as well. Future tasks can include both.

7. Section 1.5.2.2: Are there currently any open source technologies utilized?

    Answer: Yes. NLog and SpatialLite have been used.

8. Section 1.5.2.2: Which commercial development tools are currently used?

    Answer: Visual Studio and the following have been used at one time or another:CodeRush, MagicDraw, Flare, UltraEdit, cold fusion server pro.

9. 1.5.2.2 and 1.5.3.2 - What relational database is used to support the systems referenced in this BPA? Section 1.5.5.2 refers to the modification and/or creation of an Installer program. What existing installer software (e.g., Install Shield) is currently being used by the Government?

    Answer: SQL2008 or SQLExpress. andWiX.

10. Section 1.5.3 "Software Maintenance and Modification". How many applications does the service provider need to maintain and modify?

    Answer: Each call order will specify the duties for modification and maintenance of current applications; some of which are becoming obsolete and being replaced with current technologies. Typically, 3 to 6 products with the actual number may vary contingent upon government funding.

11. Section 1.5.4: Is it possible to provide specifics about the network to be supported, as per Section 1.5.4 (e.g., number of servers, type of network, etc)? Will the Government please identify:

    Answer:

    ☐ The platforms and computer equipment is expected to be maintained under the services of this BPA;

      This will be explained in the call order when submitted, but Windows, iOS and Mac OS's are supported.

    ☐ The architecture of the wired and wireless network infrastructure

      This will be explained in the call order when submitted. Both.

    ☐ The components of the network software that will require maintenance.

      This will be explained in the call order when submitted.

12. 1.5.5.2 - Is there a specific installer software package required for this requirement? Or is it open to the contractor's discretion?

    Answer: Contractor choice.

13. 1.5.5.4.2.2 - Will the Fortify licenses be provided to each member of the development team?

    Answer: No. At least one license will be available to use as needed to meet the requirement.

14. 1.5.5.4.2.2 - Do you make use of Fortify's portal for maintaining the history of scan result files.

    Answer: No only the results of Fortify code scan as a product.

15. 1.5.5.4.2.3 - Requirement references "other IA controls". What other IA controls does this refer to?

    Answer: Please refer to MAC II Classified IA controls. Any that apply to software development must be adhered to.

16. Is the Government open to procuring commercial software licenses other than those listed in Section 2.3 that may be needed to effectively perform this work (e.g., Visual Studio and/or data modeling software)?

    Answer: The government may consider alternative products on a case-by-case basis.

17. Do software development services include development of user manual, training guide, and software maintenance manual? Do they include help desk support and user training sessions?

    Answer: Deliverables will be identified in each call order.

18. What acceptance criteria will be applied to the software documentation that needs to be produced within 5 days of CO request (as per section 1.5.6.4)?

    Answer: Acceptance criteria will be spelled out in each call order.

19. Regarding section 1.5.6.5, please confirm that software purchases – not products – need to be delivered 5 days after request.

    Answer: Confirmed. That appears to be a typographical error. The section 1.5.6.5 last sentence should read "The service provider shall provide a Data Accession List (DAL) listing all data, hardware, and/or software products procured by the service provider in accomplishment of this BPA."

20. Are there staffing requirements outside of a traditional 40 hour business week, Monday - Friday, 8AM - 5PM?

    Answer: Staffing requirements will be identified in each call order issued. However, it is anticipated most work will be accomplished within the traditional 40 hour business week, Monday-Friday, 7am – 4pm, with the exception of Federal Holidays.

21. For offsite work, will the Government provide remote access to their geospatial and programming environments, such as World Wind and Google Earth?

    Answer: The government controls access to the VPN network as is necessary (reference 1.5.6.8.6 – USAFA Network Compliance) and may provide VPN access. Provision of VPN is dependent validation of additional security provisions contained within the following DoD 8500 Information Assurance controls (EBRP-1, EBRU-1, EBVC-1), a signed end user license agreement (EULA) which covers annual IA awareness training and rules of behavior and validation of current anti-virus software installed.

22. Is there a COOP site set up to support the failover of the production network infrastructure? If so, will the maintenance of the COOP site be included in this service?

    Answer: No COOP site is setup for failover other than HPC locations which are provided by the government. No maintenance of the COOP site is required.

23. What proportion of maintained data will be classified (vs unclassified)?

    Answer: Maintained systems can be operational on a classified network. Maintenance of the code is normally wholly unclassified. Access to classified data is about 5% of the overall data in the system. However, New projects may require access to classified material. Some

of the anticipated work is secret with a rare possibility for TOP SECRET clearance, and will be so identified in each call order.   Reference (Changes to RFQ #4) to PWS 1.5.6.8.3. Employee Clearances new paragraph 2.

24. 1.5.6.8.3 – What level clearances might be required for tasks accomplished under this BPA?

Answer: Secret and potentially up to Top Secret/SCI but that will be clear in the call order if needed.

25. If the service provider will be working with classified data, will appropriate cleared facilities (e.g., SCIF) be provided, or is the service provider expected to provide this space?

Answer: USAFA has an appropriate secret facility. If the Contractor proposes work to be performed at an alternate location, then the Contractor must possess a valid SECRET facility clearance.

26. Will the Government make sample QASP measures available?

Answer: A QASP will be developed in conjunction with the approved Quality Control Plan submitted by the Contractor.

27. How many users are expected to be supported?

Answer: This is variable based on the state and readiness of the software. One product is in the transition to be maintained elsewhere and others are just starting out. Any Specific details and requirements will be described in the call order.

28. Are there existing test scripts for the supported software?

Answer: No.

29. RFQ 5.0 states, "Performance may also be conducted at the contractor's facilities as agreed by the parties pursuant to each individual call order." Contactor site rates include facility costs and are typically higher than Government site rates. Should offerors price both Government Site and Contractor Site rates?

Answer: Quoters should conform to GSA Schedule 70 contract pricing.

30. RFQ 6.2 states, "All invoices shall identify the specific contract line item number (CLIN), description of related task as stated in the scope of work of the individual call order, the billing rate and any applicable units executed." Is it correct that including the billing rate and applicable units executed will only apply to T&M and LH contracts?

Answer: The instruction in the RFQ references billing rate as agreed to for each CLIN and the unit of measure associated with the CLIN. Any requirements beyond this (for example T&M and labor hour) will be identified in each call order.

31. RFQ 7.0 states, "...the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement." Since only hourly rates have been requested, please explain how the total price will be calculated and evaluated?

Answer: This information is part of the evaluation plan and therefore will not be disclosed.

32. RFQ 12.2 states, "Non-price factors when combined are significantly more important than price." Are the three factors individually weighted? If so, what is the order of weighting?

    Answer: This RFQ is issued and will be evaluated in accordance with FAR 8.4 procedures, weights are not applied to the factors.

33. RFQ 12.2 states, "Skill level mix and hourly rates will be reviewed for reasonableness." Is this the only factor that will be evaluated on price? Will a total evaluated price be calculated?

    Answer: Yes, government will review skill level mix and hourly rates for reasonableness and a total price will be determined and evaluated.

34. RFQ 12.3 (d) states, "Labor/skill categories shall be separately priced and include all anticipated skill categories required to fulfill requirements of future call orders issued against this BPA." Will contractors be allowed to add additional labor categories as needed for future task orders?

    Answer: Changes and additions to labor categories may be considered during the life of the BPA.

35. RFQ 12.3 (d) states, "These rates shall be inclusive of direct labor, overhead, G&A, profit/fee, and other direct costs." There is not sufficient information in the RFQ for offerors to estimate other direct costs. Please provide specific ODC requirements for all expected task orders or consider allowing ODCs to be estimated separately at the task order level.

    Answer: Other direct costs at the cited RFQ reference 12.3 (d) intended to mean any additional company fees, expenses, charges, typically applied to hourly rates need to be included. In other words, contractors are required to include the fully burdened rate in their quotation. Other direct costs necessary to fulfill order requirements are part of the BPA.

36. IITA BPA 1.5.6.3.1 RFQ 12.3 states, "Program Management Plan....The service provider shall provide program management services to ensure that required capabilities and services are delivered on time and within budget." Is the program management plan the same as the BPA Master Management Plan (MMP)?

    Answer: No.

37. IITA BPA 1.5.6.3.2 states, "The service provider shall establish a metrics process to quantify and report progress toward program and project technical, cost, schedule targets for task orders in performance categories 2 through 4." Are metrics due with the proposal?

    Answer: No.

6

38. Will the Government consider extending the proposal due date to enable small businesses to a) find qualified partners who possess both the Google Earth experience AND a GSA Schedule 70, and b) execute a CPA/CTA arrangement?

    Answer: Not at this time.

39. Will the Government consider allowing the use of subcontractor past performance in the submitted proposal? (We have found it extremely difficult to find CPA/CTA partners who have a GSA Schedule 70 and past performance.)

    Answer: No. Reference Q&A from Modification 3.

40. Can one company be a CPA partner on multiple teams?

    Answer: This is a business decision. Reference Q&A from Modification 3.

41. How would multiple blended teams be evaluated? For example, companies A, B, C, and D each submit a proposal, with each of the four being the CPA lead on a proposal? The following figure illustrates this concept.

A (CPA lead)	B (CPA lead)	C (CPA lead)	D (CPA lead)
• B	• A	• A	• A
• C	• C	• B	• B
• D	• D	• D	• C

    Answer: Each quotation will be individually evaluated.

42. Can a schedule holder be awarded the BPA for only some of the performance categories? In other words, if Geospatial Services are missing from a contractor's schedule and past performance, can they still be considered qualified to compete?

    Answer: Reference RFQ Section 12.2 Basis for Selection, quoters must demonstrate performance in all four performance categories. Quoters are encouraged to review RFQ Section 12.3 for requirements of past performance.

43. Is RFQ ID: RFQ643526 , RFQ Title: Institute for Information Technology Applications Blanket Purchase Agreement expected to be a full small business set-aside, partial small business set-aside, unrestricted, or a combination thereof?

    Answer: This acquisition has not been set aside for small business.

44. It's clear that CTA members need to submit schedule rates. Does that hold true for subcontractors who are not members of the CTA?

Answer: Subcontract pricing shall conform to the prime contractor's schedule rates.

45. The IITA BPA includes Special Item Number (SIN) 132-100, Ancillary Services and Products. Since there are only 9 companies with this particular SIN is there a particular service or product that would be procured under this SIN or was it entered in error?

Answer: Yes, this SIN was included in error. Reference changes to RFQ #5.

46. Can you please confirm - If a company holds a GSA Schedule of any type (e.g. MOBIS) they can still enter into CTA with other GSA IT Schedule 70 companies to participate in their area of expertise on this effort?. Is this correct?

Answer: It is the Government's intent to award this BPA and future orders under the GSA IT Schedule 70 Contract. Therefore, a CTA should be completed with other GSA IT Schedule 70 companies. (Reference http://www.gsa.gov/portal/content/222829#geninfo Select the "General Information" hyperlink, see #1. What is a contractor team arrangement (CTA) under GSA IT Schedule 70?)

47. REFERENCE: RFQ page 14, last paragraph; RFQ Attachment 4, Past Performance and Experience Questionnaire, first paragraph
    RFQ page 14 Reference: Attachment 4 Past Performance Questionnaire- Quoters shall complete Sections I, II, and III of this form describing the requirement being reviewed for past performance. Contracting Officer or Representative names and contact information must be verified and complete with telephone numbers, fax numbers and valid email addresses. The Quoters shall have Section IV of this form completed by the Contractor's customer of the past performance projects referenced in the questionnaire. The Contractor shall have the customer responsible for completing Section IV submit the completed questionnaire by email to heidi.sawyer@gsa.gov and brandy.massingale@gsa.gov on or before February 6, 2012. Quoter is responsible for ensuring timely submission of the Past Performance Questionnaire.

    Attachment 4 Reference: Past performance is submitted in response to GSA eBuy RFQ Number 643526. Completed questionnaire is due on or before February 3, 2012. Sections I, II, and III are to be completed by the Contractor and provided to the respondent identified in Section III for completion of Section IV Contractor History. Respondent shall submit completed questionnaire via electronic mail to brandy.massingale@gsa.gov and heidi.sawyer@gsa.gov.

    QUESTION: The RFQ gives the deadline for submission of Past Performance

Questionnaires (PPQ) as February 6, 2012 and the RFQ Attachment 4 gives the due date as February 3, 2012. Would the Government please clarify the PPQ due date?

Answer: Past performance questionnaires are due on February 6, 2012. RFQ Attachment 4 is amended and attached (Document Title: Attach 4_Past Perfromance Questionnaire_Mod5). Questionnaires received by February 6, 2012 and marked February 3, 2012 will be allowed.

48. REFERENCE: Attachment 3, Pricing Schedule/Skill Category CLIN Listing

QUESTION: Is it permissible to add rows and/or columns to the Price Schedule/Skill Category Table in order to include labor categories that have two rates (on-site and offeror location)?

Answer: Yes.

49. We are planning to bid as part of multiple CTA's. Will a single past performance questionnaire response from our customers suffice to meet the submission requirements for each bid?

Answer: No. Quotations will be evaluated independently and submission of a single past performance questionnaire on multiple CTA's will be determined incomplete.

50. Serena is mentioned as government furnished software. How is Serena currently being used within context of the technologies for this BPA?

Answer: Serena is being used as a process management tool only.

51. How will awardees be notified for upcoming task orders? Will a heads-up memo be issued to all awardees?

Answer: When a call order is ready for quotation, the quotation will be sent via e-mail to all awardees with instructions pertinent to that RFQ. The BPA will be referenced on the RFQ and the instructional cover letter.

52. Can the government please clarify their response in Amendment/Modification 3, answer 1.a, "prime contractors are reminded that they may not offer to supplement their capabilities with a subcontractor (even if a schedule holder) unless those supplies and services are contained on the prime's schedule contract."? Does this mean primes can only use subcontractor capabilities if those skills/labor categories are contained on the Primes schedule contract?

Answer: Yes, primes can only use subcontractor capabilities if those skills/labor categories are contained on the Primes schedule contract, in accordance with the published guidance provided at http://www.gsa.gov/portal/content/200553 (GSA

Schedules, Contractor Teaming Arrangements).

53. In Attachment 1 United Air Force Academy (USAFA) Blanket Purchase Agreement Institute for Information Technology Applications (IITA) Program supporting Information Technology, Geospatial Engineering and Software Engineering

Paragraph 1.5.5.5.1 states:

"1.5.5.5.1 Certified Ethical Hacker or equivalent
Service provider shall obtain and maintain certified ethical hacker (CEH) certification for all personnel who write software code. Service provider may propose alternate training courses that meet the spirit of CEH if authorized by the government."
Why require a CEH certification for all personnel who write software code?

Answer: Allows for developers to understand security risks which leads to awareness of potential poor programming practices during the development of code.

54. In much of paragraph 1.5 and its subparagraphs various tools are listed, but what is the functionality of the applications and software being maintained?

Answer: Primarily currently written code needing modification is based around aircrew mission planning, transferring files and information between DoD agencies (base to base). Specific skillsets needed to maintain software are listed in the BPA.

55. In REQUEST FOR QUOTATION GSA FEDERAL SUPPLY SCHEDULE BLANKET PURCHASE AGREEMENT Institute for Information Technology Applications (IITA) Program supporting Information Technology, Geospatial Engineering and Software Engineering

Paragraph 12.3 (c) states:

"Additionally, include how management of business volume under this BPA will be accomplished and mitigation of any risks that might be associated with business volume under this BPA."

How do you define "business volume?"

Answer: Business volume means the quantity and dollar value of call orders issued as a result of this BPA.

56. "What types of security clearances are anticipated to be needed for the call orders under this contract?"

Answer: Unclassified with some SECRET and a slight possibility for TOP SECRET are anticipated. The required clearance level will be included in each call order.

57. Considering the full landscape of google earth enterprise, can you clarify under performance category 2 if the software development and research will be for custom development to be used primarily for applications used for sourcing and manipulating imagery as input to the google enterprise suite, or for custom applications that consume and utilize the output form goggle earth.

Answer: Performance category 2 will primarily focus around applications that consume output from Google Earth, however, that will definitely not be the only focus of Category 2.

58. The Goggle Earth and Goggle Maps API is a JavaScript API,the RFI does not mention JavaScript as a technology used. Please confirm if these APIs will be used within the custom application development.

Answer: Google Earth and Google Maps API are used within the application development, but currently only .NET code is used to interact with the APIs.

59. Can we bid relative to one specific SIN if we are not on all three SIN's listed?

Answer: Please reference RFQ Section 12.2 Basis for award.

60. What are the top five (5) critical areas of concern that the support model should address?

Answer: There is not a requirement to provide a support model.

61. What are the key critical parameters that you perceive to be of utmost importance to the overall success of this action (e.g. SLA's and expected performance criteria or schedule variance, etc.)?

Answer: The key critical parameters to determine overall success will be identified in subsequent call orders and are not pertinent to the BPA.

62. Would you please share the complete IT landscape of the IITA as related to the services requested in this RFQ?

Answer: The complete IT landscape involves the USAFA .edu network, USAFA .mil network and the HPC.mil network from DREN. The HPC.Mil domain is the primary need for IT support but will require working with the 10th communications squadron for the other two. HPC.MIL supports the TFS system, server farm, development machines, exchange, sharepoint and others in support of all contractors on this BPA. Specifics will be identified in the call order.

63. Please confirm that this RFQ is intended to hire resources/services with technology skillsets across all four (4) performance categories.
- Geospatial Services
  - Google Earth suite of products
  - Custom globes for open source applications such as World Wind
  - Google Earth applications on distributed computing grids
- Software Development and Research
  - Spatial databases
  - Windows Communication Foundation (WCF)
  - Windows Presentation Foundation (WPF)
  - User interface (UI) designers
  - Unit testing
  - MS service oriented architecture (SOA)
  - COM interfaces
  - Microsoft .NET
- Software Maintenance and Modification
  - VB.NET or C#.NET
  - Information Technology Support (includes all technologies listed above)
- Project Management
  - Agile Expert
  - Sprint Masters

Answer: This RFQ is intended to provide the capability through issuance of a multiple award BPA. Resources and skill levels included in the PWS are meant to be representative of specific work requirements to be specifically identified on call orders. Varying degrees of any skill levels may be required relative to the complexity of the order requirements. The government notes the addition of some bullet points to Geospatial Services:
  - Geospatial product management
  - Geospatial product delivery and support

64. Are vendor resources required to provide support in the English language alone; no others?

Answer: Yes.

65. Will service providers resources receive a detailed knowledge transfer from the incumbent vendor/team prior to the actual start of the project?

Answer: No. There is no incumbent to the BPA.

66. Do you have any expectations for knowledge transition, in terms of timelines?

Answer: Knowledge transition expectations will be included in each BPA call order. The government expects less than 1 month's time for knowledge transfer on any project.

67. We understand that project governance is completely the AF's responsibility. Will the service provider's Project Manager only assist the AF's Program Manager in tracking and monitoring resources based on the task allocation?

Answer: The government intends on having an outstanding working relationship with all contractors and will share common knowledge as needed to ensure task completion. The level of service provider PM involvement will also include the needs as described in each call order. Just monitoring resources is not complete.

68. Is the bandwidth utilization of service provider's resources completely the AF Program Manager's responsibility?

Answer: No.

69. Will the Sprints, under the Agile Execution, be governed by an AF Sprint Master?

Answer: No.

70. In order to better understand the requirement to support this application:

   a. Would you provide the percentage (%) spread of users by time zone in the US?

   Answer: The government does not consolidate all program data in this fashion. Primary support of users are approximately 30% Eastern, 30% central, 30% mountain, 10% pacific.

   b. Are there any users outside of the US? If so, would you provide their time zones or locations?

   Answer: Yes, the military is global. Globe production is delivered to AMC units worldwide.

71. What is the current Support Workflow? Please specify a typical schematic for incident / problem reporting, first-response, resolution, tracking, routine calls etc.

   Answer: There is no current support workflow that the government requires. Primary incident reports go through the website, via email or customer interaction. Regardless of how an issue is reported, as support is needed for maintenance of a program it will be directed in a call order.

   As required, the contractor will provide the Support Workflow in response to the crieteria identified in each call order.

72. What is the support model and coverage requirements? Would you provide thes upport time window for all applications/services, based upon business criticality?

    Answer: Unsure if this relates to category 1, 3 or 4 of the BPA. For category 4, support time will be listed in the call order, but will not exceed the next business day. For category 1 and 3 those will be listed in the call order.

73. Are service providers supposed to provide only the standard rate card for the skills sets required in the RFQ, since the actual scope of work cannot be quantified based on the information provided?

    Answer: Yes.

74. What is the expected lead-time for any resource ramp up / ramp down?

    Answer: Lead-time will be determined at the call order level dependent upon the specific factors.

75. Quotation Preparation and Submittal Instructions (d) Price Quotation Factor 3 – Price states "The Contractor shall provide a Minimum Guaranteed Discount (MGD) that shall be applicable to each skill category or all skill categories across-the-board." Can the government clarify whether the MGD must be a single percentage rate that remains the same for all proposed labor categories? Can the offeror propose a different MGD for each labor category?

    Answer: This is a business decision to be made by each Quoter.

76. Did USAFA hold an Industry Day for this opportunity? If so, could a list of the registered vendors be provided?

    Answer: No industry day was held for this effort.

77. IITA BPA 1.5.5.4, 1.5.5.6, 1.5.6.3, Are the Information Assurance, Configuration Management, and Program Management plans called out in the referenced paragraphs required as part of the proposal or as post-award deliverables?

    Answer: Post-award deliverables.

78. IITA BPA 1.5.1.1.2 Will the Government provide more information about future vision and plans for use of geospatial open source applications?

    Answer: At this time geospatial information and open source applications is an area that the (higher up) government has no definitive direction. Open source applications are available for use provided they are used IAW IA procedures and policies.

79. RFQ 12.3 Is the Government expecting inclusion in the cost proposal of reimbursable other direct costs (ODC) for equipment, software, and supplies that may be required under task orders on this BPA? For example, the RFP for the current Warfighter Geospatial Center Google Earth production work specified a quantity of external hard drives to be supplied, which were bid as

reimbursable ODC items. In the absence of specific task order requirements in the solicitation, we do not see a methodology for anticipating or calculating these costs in the BPA cost proposal.

Answer: ODC items (equipment, software, and supplies) are not included at the BPA level and will be identified in each call order request.

80. "The lead CPA partner will incur Program Management costs for each task ordered issued. In the event a CLIN for Program Management is not part of a task order, is it acceptable for the CPA/CTA agreement to include language to account for that additional cost?"

Answer: This is a business decision of the lead CPA/CTA partner. Inclusion of additional cost must be identified in the CPA/CTA agreement.

ATTACHMENT 4

PAST PERFORMANCE AND EXPERIENCE QUESTIONNAIRE

Past performance is submitted in response to GSA eBuy RFQ Number 643526. Completed questionnaire is due on or before February 6, 2012. Sections I, II, and III are to be completed by the Cotnractor and provided to the respondent identified in Section III for completion of Section IV Contractor History. Respondent shall submit completed questionnaire via electronic mail to brandy.massingale@gsa.gov and heidi.sawyer@gsa.gov.

I.   CONTRACT IDENTIFICATION

Contractor's Name: _____

Contract Number / Project Title: _____

Total Contract Value: _____
(Including Modifications)

Contract Type: _____

Period of Performance: _____

Place of Performance: _____

II.   DESCRIPTION OF CONTRACT

· Briefly describe all services provided under this contract.

_____

_____

_____

_____

III. ' RESPONDENT IDENTIFICATION

Name: _____

Agency/Company: _____

Address: _____

Telephone: _____

IV. CONTRACTOR HISTORY

Please check the level of the Contractor's overall performance in each of the factors listed below.

Check "N/A" if the factor does not apply to the contract being rated.

EVALUATION FACTOR	EXCELLENT	VERY GOOD	SATISFACTORY	UNSATISFACTORY*	N/A
Quality and Accuracy of Deliverables					
Quality of Services Performed					
Timeliness of Services/Deliverables					
Quality of Problem Solving					
Quality of Project Management					
Overall Communication Skills					
Change Management in Service Delivery					
Adherence to:					
Schedules					
Overall Performance					
Customer Satisfaction					

1. Would you award to this Contractor again? ☐ Yes   ☐ No

2. Were monetary reductions assessed? ☐ Yes   ☐ No

3. Would you recommend another contact for further information? ☐ Yes   ☐ No

* Please comment on all Unsatisfactory ratings given, or on any other ratings as desired.

COMMENTS: _____

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GSA *eBuy*

*M*odification Description

RFQ ID: **RFQ643526 Modification 6**

Date of Mod 6: 01/30/2012 11:51:41 AM EST

Description:
The purpose of this modification is to include the final questions asked prior to the closing date and their answers. See Attachments section for Past Perfromance questionnaire in MS Word document format. There are no extensions to the RFQ closing date as a result of the actions noted in this modification.

▷ Back

1.   Due to legal, regulatory, security, or other reason, are there any specific activities that cannot be performed offsite?   Outside of US?

 Answer: Any additional requirements (i.e. legal, regulatory, security, etc.) will be included at the order level for both Offsite work and work to be performed outside the US.

2. Are there any specific requirements for service provider resources to be US Citizens or Green Card holders?

Answer: The security concerns of the US Government are always getting tighter. The answer to this question is most likely yes, but some duties may not require it. Understand the IA controls and access to US Government networks require background checks at a minimum and any code written falls under further scrutiny where foreign nationals may not be eligible.— pPlease refer to IA controls ECAD-1 regarding foreign national email address requirements and other IA positions (IAM) restrict access to security clearance holders.for the requirement. Additionally, all GSA Schedule 70 contracts include FAR Clause 52.222-54 EMPLOYMENT ELIGIBILITY VERIFICATION (e-Verify), which is used to determine immigration status of employees on Federal contracts.

3. Could you please provide me the past performance questionnaire as word document.

Answer: Word document attached in RFQ attachments section.

4. The question regarding the Institute for Information Technology Applications (IITA) Program stems from the response to question #36 of the Q&A, which is identified below:

> 36. IITA BPA 1.5.6.3.1 RFQ 12.3 states, "Program Management Plan....The service provider shall provide program management services to ensure that required capabilities and services are delivered on time and within budget." Is the program management plan the same as the BPA Master Management Plan (MMP)?

> Answer: No.

Based on the response to this question, is it the government's intention that the BPA Master Management Plan (identified in RFQ 12.3) provide a comprehensive technical and management approach, to include the Program Management Plan and technical approach to providing Geospatial Services, Software Development Services, Software Maintenance & Modification, and IT Support?

Answer: Yes.

GSA eBuy

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*M*odification Description

RFQ ID: RFQ643526 **Modification 7**

Date of Mod 7: 01/30/2012 01:59:54 PM EST

Description:
The following question #2 was included on eBuy RFQ643526, Modification 6 issued January 30, 2012. Please see the revised answer to this question: 2. Are there any specific requirements for service provider resources to be US Citizens or Green Card holders? Answer: The security concerns of the US Government are always getting tighter. The answer to this question is most likely yes, but some duties may not require it. Understand the IA controls and access to US Government networks require background checks at a minimum and any code written falls under further scrutiny where foreign nationals may not be eligible. Please refer to IA controls ECAD-1 regarding foreign national email address requirements and other IA positions (IAM) restrict access to security clearance holders. Additionally, all GSA Schedule 70 contracts include FAR Clause 52.222-54 EMPLOYMENT ELIGIBILITY VERIFICATION (e-Verify), which is used to determine immigration status of employees on Federal contracts. This information is included as attachment to RFQ called Modification 7.

▷ Back

The following question #2 was included on eBuy RFQ643526, Modification 6 issued January 30, 2012. Please see the revised answer to this question:

2. Are there any specific requirements for service provider resources to be US Citizens or Green Card holders?

Answer: The security concerns of the US Government are always getting tighter. The answer to this question is most likely yes, but some duties may not require it. Understand the IA controls and access to US Government networks require background checks at a minimum and any code written falls under further scrutiny where foreign nationals may not be eligible. **Please refer to IA controls ECAD-1 regarding foreign national email address requirements and other IA positions (IAM) restrict access to security clearance holders.** Additionally, all GSA Schedule 70 contracts include FAR Clause 52.222-54 EMPLOYMENT ELIGIBILITY VERIFICATION (e-Verify), which is used to determine immigration status of employees on Federal contracts.